

APPLICATION FOR SIGN PERMIT

To the Bureau of Code Enforcement, City of Watertown, NY

TO BE FILLED OUT BY APPLICANT - PLEASE PRINT OR TYPE DATE: _____, 20____

PREMISES ADDRESS: _____ ZONE DISTRICT: _____

OWNER: _____ ADDRESS: _____

CONTRACTOR: _____ ADDRESS: _____

LIAB. INS. CO.: _____ POLICY NO.: _____ EXPR. _____

COMP. INS. CO.: _____ POLICY NO.: _____ EXPR. _____

If the building currently has a sign, please provide the following:

WORK TO BE DONE: Replacement Removal Repair Alteration

SIZE: Old Sign _____ WORDING: Old Sign _____

NEW INSTALLATIONS: List types (below) * List sizes including dimensions and total square feet *give wording or "see attached"

SIGN NUMBER: #1-TYPE _____ **SIGN NUMBER: #2-TYPE** _____

SIZE: _____ SIZE: _____

WORDING: _____ WORDING: _____

SIGN NUMBER: #3-TYPE _____ **SIGN NUMBER: #4-TYPE** _____

SIZE: _____ SIZE: _____

WORDING: _____ WORDING: _____

TYPES OF SIGNS: * On Site Business Billboard Sky Sign

***Circle choices**

FLAT: * (against Building) Single Face - include LIGHTED or NOT LIGHTED

PROJECTING: * (from Building) Sign WILL or WILL NOT Overhang Walk / Street / Margin

DOUBLE FACE / SINGLE FACE - LIGHTED / NOT LIGHTED - HEIGHT to bottom of sign from ground _____

FREE STANDING: * Include Base Type: _____ Dimensions: Length _____ Width _____ Depth _____

SUPPORT: Material _____ Length _____ Width _____ Depth _____

WIND LOAD CALCULATIONS: _____

TOTAL BUILDING FRONTAGE: (Linear Feet) _____ If corner property; SIDE: _____

PLOT DIAGRAM & CONSTRUCTION DETAILS: Show lot lines, street lines, buildings and sign location, show building elevations complete with window and door locations on those signs to be attached to buildings, show type, size, methods of supports or anchors. Indicate clearances and other pertinent information.

(PLEASE ATTACH ANY PERTINENT INFORMATION AND PHOTOGRAPHS/DRAWINGS)

(I) (WE) certify that all statements made in this application are true and correct. (I) (WE) also have read all statements, conditions, and restrictions contained in this application and agree to comply with the same, and affixed or caused to be affixed (MY) (OUR) signature hereto under penalty of perjury.

PROPERTY OWNER: _____ BY: _____

DO NOT WRITE IN SPACES BELOW

PERMIT FEES (PAYABLE UPON APPROVAL OF APPLICATION) Home Occupancy \$ 10.00 Business: \$ 75.00

PERMIT ISSUED NO.: S - _____

COMPTROLLER'S RECEIPT NO.: _____

REFUSAL _____ EXPLANATION: _____

CODE ENFORCEMENT OFFICER SIGNATURE

DATE:

Billboard: \$100.00 - with approval below
Planning Department Approval: (Initial) _____
Date: _____